



# LOS ANGELES COUNTY COMMISSION ON HIV

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*While not required of meeting participants, signing-in constitutes public notice of attendance. Presence at meetings is recorded solely based on sign-in sheets, and not signing-in constitutes absence for Commission members. Only members of the Commission on HIV are accorded voting privileges, thus Commissioners who have not signed in cannot vote. Sign-in sheets are available upon request.*

## OPERATIONS COMMITTEE MEETING MINUTES September 17, 2009

Approved  
10/15/2009

MEMBERS PRESENT	MEMBERS ABSENT	PUBLIC	HIV EPI AND OAPP STAFF	COMM STAFF/CONSULTANTS
Mike Johnson, <i>Co-Chair</i>	Nettie DeAugustine, <i>Co-Chair</i>	Tonya Hendricks	None	Jane Nachazel
Everett Alexander	Michael Green			Craig Vincent-Jones
Sergio Aviña	Robert Sotomayor			Nicole Werner
Carla Bailey				
Dean Page				
Karen Peterson				

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- 1) **Agenda:** Operations Committee Agenda, 9/17/2009
- 2) **Minutes:** Operations Committee Meeting Minutes, 7/16/2009
- 3) **Roster:** Los Angeles County Commission on HIV, 9/16/2009
- 4) **Memorandum:** Commission Research and Related Proposal Topics, 7/14/2009
- 5) **Flyer:** Service Planning Area (SPA 5) Meet the Grantee: Round Table, 10/13/2009
- 6) **Commissioner Application:** Adrian Aguilar, 9/17/2009
- 7) **Committee Application:** Louis Guitron, 9/17/2009
- 8) **Memorandum:** Guidelines for Nomination of Non-Commission Committee Members, 12/6/2006
- 9) **Commissioner Renewal Application:** Terry Goddard, 1/18/2008
- 10) **Commissioner Application:** Tonya Washington-Hendricks, 7/18/2009
- 11) **Table:** Los Angeles County Commission on HIV, Seat Distribution, *ongoing*

1. **CALL TO ORDER:** Mr. Johnson called the meeting to order at 12:40 pm.
2. **APPROVAL OF AGENDA:**  
**MOTION #1:** Approve the Agenda Order with Item 13 moved prior to Item 10 (*Passed by Consensus*).
3. **APPROVAL OF MEETING MINUTES:**  
**MOTION #2:** Approve the July 16, 2009 Operations Committee Meeting minutes (*Passed by Consensus*).
4. **PUBLIC COMMENT, NON-AGENDIZED:** There were no comments.
5. **COMMISSION COMMENT, NON-AGENDIZED:** Mr. Johnson welcomed Mr. Alexander to the Committee who has already offered to assist in training development.
6. **PUBLIC/COMMISSION COMMENT FOLLOW-UP:** Mr. Johnson attended the CHPG Design Summit in Berkeley. The new group will include 14 to 21 members with a targeted one-third People With HIV/AIDS (PWA) and emphasis on experts in integrated care/prevention planning. A primarily electronic advisory/action network with periodic regional meetings will engage stakeholders statewide. Mr. Johnson will help with interviews, but not join the new planning group.
7. **CO-CHAIRS' REPORT:** There was no report.

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### 8. OPEN NOMINATIONS PROCESS:

- A. **Candidate Interview(s):** Tonya Washington-Hendricks was interviewed for the Provider SPA 6 seat. Her application was scored and held pending a second application from SPA 6 for the provider seat. The process requires at least two recommended candidates for each available representative seat.
- B. **Candidate Nominations:**
- Mr. Vincent-Jones noted that the Commission membership is nearly full. Provider SPA 2 and Prevention Planning Committee applications are pending. There may be a provider application from SPA 7. Consumers are needed for SPA 6 and District 5.
  - Manuel Negrete resigned from the Consumer SPA 4 seat due to a conflict with his school schedule.
  - Mr. Johnson noted that Clarissa Poole-Sims has been recommended to fill the State Office of AIDS (OA) seat, pending her application. Maria Zepeda from LAFAN is applying for the Part D Providers seat.
  - Rev. Alejandro Escoto is asking his institution's approval to apply for the Consumer SPA 4 seat. He would meet the Latino demographic. Jim Chud, Consumer SPA 4 Alternate, and Ted Liso, Consumer District 3 Alternate, have also expressed interest.
  - The Committee reviewed the Standards of Care (SOC) Committee requirements for committee membership and found that Louis Guitron's application fulfilled those requirements.
- ➡ **MOTION #3: (Johnson/Bailey):** Nominate Terry Goddard to the Consumer SPA 3, Alternate seat and forward to the Commission for approval and submission to the Board of Supervisors for appointment (***Passed by Consensus***).
- MOTION #4: (Johnson/Page):** Nominate Louis Guitron to a seat on the Standards of Care Committee and forward to the Commission for approval and submission to the Board of Supervisors for appointment (***Passed by Consensus***).
- MOTION #5: (Johnson/Page):** Move Anthony Braswell to the Consumer District 3 seat and nominate Adrian Aguilar to the Board Office District 3 seat, contingent on Board Office District 3 approval, and forward to the Commission for approval and submission to the Board of Supervisors for appointment (***Passed by Consensus***).
- ➡ Discuss the importance of the self-appraisal section of the Commissioner Renewal applications at the Commission meeting.

### 9. CONSUMER CAUCUS:

- It was agreed to change "Meet the Grantee" meetings to "Consumer HIV Services Round Table".
  - Mr. Johnson noted there will be a combined "Round Table" for SPAs 6 and 8 on October 13, 2009 at the Miller Family Health Education Center, 3820 Cherry Avenue, Long Beach, CA 90807. Flyers are available in both English and Spanish.
  - Mr. Vincent-Jones noted future "Round Tables": SPAs 4 and 5, then SPA 7, and a second SPAs 6 and 8 in Inglewood.
- ➡ Follow-up with Donna Yutzy, Medical Care Coordination (MCC) Facilitator to detail what consumer input is needed for the MCC Transition Committee's work.
- ➡ Invite OAPP to speak at the October Consumer Caucus meeting if the meeting does not address MCC; if it does, invite OAPP to the December Consumer Caucus meeting.

10. **COMPREHENSIVE TRAINING:** Mr. Vincent-Jones and Mr. Johnson met on training development. A summary will be forthcoming. It was decided to divide training into: personalized training; skills development and mentoring, and general information that can be webcast, e.g., information on HRSA and Ryan White. It is hoped the latter can be grant-funded.

➡ Schedule conference call with Mr. Vincent-Jones, Mr. Johnson and Mr. Alexander to develop personalized training.

11. **PROCUREMENT/SOLICITATION PROCESS REFORM:** This item was postponed.

12. **ASSESSMENT OF THE ADMINISTRATIVE MECHANISM (AAM):** AAM cannot be deleted from the budget as it is required by legislation. The original budget was \$30,000 to cover both the topical and comprehensive AAMs. Mr. Vincent-Jones cut \$20,000 and will focus on the topical AAM this year. The comprehensive AAM will be deferred to FY 2010.

### 13. COMMISSION OPERATIONS:

- A. **Commission Budget:**
- Mr. Vincent-Jones noted the approved FY 2009 revised allocations plan includes \$2.9 million in administrative savings from the Commission and OAPP. It is likely the economies will need to be carried forward into FY 2010.
  - Most of the Commission's budget is for staff, rent, meeting expenses and consultants. Work is ongoing for significant operational budget cuts, especially to consultant line items.

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- Going forward in the next year, it will be necessary to develop alternate means of addressing necessary projects without consultants and/or Ryan White funding.

### B. Non-Profit Supportive Organizations:

- Mr. Vincent-Jones presented a memorandum on funding proposals primarily from the Standards of Care Committee.
- Comparative Effectiveness is a key focus of President Obama's administration to improve cost effectiveness and quality of care. It is also consistent with the Commission's work on the Continuum of Care.
- The Commission submitted an NIH proposal comparing the effectiveness of oral health HIV specialty clinics versus oral health general clinics serving people with HIV. There were 20,000 proposals for 400 grants. NIH scored the application and requested resubmission. The Commission with HIV Epidemiology, UCLA and dental clinics will resubmit by January 25, 2010.
- Work is also proceeding with HIV Epidemiology on a Comparative Effectiveness proposal comparing MCC to Case Management for Agency for Health Research and Quality (AHRQ) funding.
- Mr. Vincent-Jones was writing a Robert Wood Johnson Foundation proposal for Community Planning Effectiveness due the following Tuesday. It is consistent with the Commission's work to identify how to make community planning effective.
- The Commission may submit an AHRQ proposal based on its work on occupational safety in the Adult Film Industry.
- The budget originally included a consultant to develop a Priority- and Allocation-Setting Monitoring Tool much like the MCC model. This was cut from the budget, but might be funded if a grant can be identified.
- Other subjects that might be grant funded are training and public awareness.

14. **TASK FORCES:** Mr. Aviña said the Latino Task Force is meeting monthly to review CPG Latino Planning Subcommittee, CDC and Latino Summit recommendations. It will prioritize them with its own, then forward them to the Commission and PPC.

15. **COMMUNITY RELATIONS:** This item was postponed.

16. **COMMITTEE ACTIVITIES:** This item was postponed.

17. **POLICIES AND PROCEDURES:** This item was postponed.

18. **ORDINANCE REVISIONS:** This item was postponed.

19. **NEXT STEPS:** This item was postponed.

20. **ANNOUNCEMENTS:** There were no announcements.

21. **ADJOURNMENT:** The meeting was adjourned at 2:35 pm.